

S2R.2021.03

The Shift2Rail Joint Undertaking Joint Undertaking (S2R JU), based in Brussels, Belgium
is looking for a

Administrative Assistant (Contract Agent, Grade FGII)

Please send us your application by no later than **13/12/2021 at 23:59 (Central European Time/ Brussels time)**, following the instructions in the **ANNEX**.

The purpose of this call is to fill in one vacant post and establish a reserve list.

1. About S2R JU

The Shift2Rail (S2R) Joint Undertaking (JU) is a public-private partnership between the European Union and the Rail Sector, established by Council Regulation (EU) No 642/2014. The S2R JU, located in Brussels, is responsible for implementing the S2R Research and Innovation Programme, funded jointly by the Union and Industry Members of the Rail Sector, with a view to contributing to the European Union's Policy priorities and more specifically the Sustainable and Smart Mobility Strategy of December 2020.

On 23 February 2021, the European Commission has adopted a proposal to establish the new European partnerships in accordance with Article 187 TFEU under Horizon Europe. This proposal includes the successor of the S2R JU, namely Europe's Rail JU, which is expected to be starting towards end of 2021 and become the legal and universal successor in respect of all contracts, including employment contracts and grant agreements, liabilities and acquired property of the S2R JU. Europe's Rail Programme will last until end of 2031.

For further information, please consult the S2R JU website: <http://www.shift2rail.org/>

2. Job Description

The Administrative Assistant will work within the Research and Innovation unit and report directly to the Head of Research and Innovation of the S2R JU.

His/her tasks will include, inter alia:

Administrative assistance

- Assist the Head of Research and Innovation in ensuring the follow-up of unit meetings and agreed assignments;
- Provide secretariat support by keeping up-to-date the S2R JU general calendar and mailing lists, contact databases, answering and filtering phone calls, taking messages, responding to general inquiries and managing e-mail exchanges;
- Take, transcribe and prepare notes, minutes meetings, routine correspondence, presentations and/or other texts upon request;
- Collaborate with the assistants of the other units of the JU;
- Provide support in the preparation and reporting of duty travels for the Unit staff or as back-up of the other assistants;
- Participate in the planning of logistics needs (e.g. inventory and purchase of office furniture etc.)
- Assist the Research and Innovation Unit colleagues in other tasks upon request;

Document and file management

- Manage the incoming and outgoing correspondence through the relevant electronic tools;

- Maintain clearly labelled, well organized (clean) archives as well as electronic archives in the Document Management System;
- Contribute to administrative quality checks on files for signature;

Meetings management

- Receive guests and prepare meetings organized by the Unit's staff or the JU;
- Provide administrative and logistical support for the organization of internal and external events such as meetings, workshops, conferences, consensus weeks and public events;

The Administrative Assistant may be asked to execute other tasks corresponding to the profile and grade, as deemed necessary in the interest of the service, under the supervision of the Head of Research and Innovation.

With regard to the candidates who will be placed on the reserve list, they might be called to fill in vacant positions in other units of the Joint Undertaking and, in this case, reporting to the competent Head of Unit. Tasks will be similar in nature, although adapted to the specific needs of the Unit.

3. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications:

3.1. General conditions

- be a national of a member state of the European Union;
- enjoy his/ her full rights as a citizen¹;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- be physically fit to perform the duties linked to the post²;
- meet the character requirements for the duties involved;
- have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties.

3.2. Education

- Have a level of education³ which corresponds to:
 1. a post-secondary education attested by a diploma, **OR**
 2. a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;

In case you do not fulfil all the eligibility criteria, your application will not be taken into consideration.

Eligibility criteria must be fulfilled by the deadline for applications, and maintained throughout the selection procedure and appointment.

4. Selection criteria

Candidates selected based on the above eligibility criteria will then be evaluated according to the following selection criteria:

4.1. Essential qualifications and experience

- At least 3 years of professional experience in an administrative function relevant for the tasks mentioned above;

- Proven experience in drafting documents such as letters, minutes etc.
- Proven experience in dealing with travel and accommodation booking and reimbursement requests;
- Proficiency with electronic office equipment (e.g. Word processing, spread sheets, Power Point presentations etc.);
- Excellent command of both written and spoken English, as this is the working language of the S2R JU;

4.2. Advantageous qualifications and experience

- Working experience in a field related to the duties in an international and multicultural environment, preferably within a European Institution or body;
- Experience in the use of Document Management Systems (e.g. SharePoint etc.)

4.3. Behavioural competences

- Motivation - open and positive attitude;
- Excellent inter-personal and communication skills;
- Excellent organizational skills and ability to define priorities;
- Ability to work under pressure and respect deadlines;
- Sense of initiative and team spirit.

In order to be evaluated in the best possible way, candidates are invited to be as detailed and as clear as possible when describing their professional experience, specific skills and competences in their application form.

5. Appointment and reserve list

The Executive Director of the Joint Undertaking will select the successful candidate and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list may be used in order to fill vacant positions within the S2R JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2022** and may be extended at the discretion of the Appointing Authority of the S2R JU.

6. Conditions of employment

The place of employment will be **Brussels**, where the Joint Undertaking premises are located.

The successful candidate will be recruited as a **Contract Agent FGII**, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three (3) years. After an evaluation of the job holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of S2R JU.

Candidates should note the requirement under the Conditions of Employment of Other Servants for all new staff to complete successfully a probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Salaries are exempted from national tax, instead a Community tax at source is paid.

Important Note

Candidates are kindly advised to read the [ANNEX](#) that represents an integral part of this vacancy and provides information on how to complete the application, the steps of the selection process and appeal procedures.

- 1. Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.*
- 2. Prior to the appointment, the successful candidate shall be medically examined by one of the European Institutions' medical officers in order that S2R JU may be satisfied that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of the Officials of the European Communities.*
- 3. Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. Any academic qualification mentioned in the application form shall be duly supported by evidence (original or certified copies). In instances where diplomas are obtained from a non-EU Member State, S2R JU may request the candidate to provide a relevant document of comparability issued by a recognised authority.*